ASSIGNMENT 2

Textbook Assignment: "Computer Generation," chapter 8, pages 8-1 through 8-57.

2-1. Which of the following items is considered computer software?

1. CD-ROM
2. Hard drive
3. Floppy disk
4. Operating system data

2-2. Instructions that manage the operating system of the computer are installed into which of the following memories?

1. CD-ROM
2. Disk
3. ROM
4. RAM

2-3. Which type of software is task-oriented?

1. Microcomputer configuration software
2. Operating system software
3. Applications software
4. WORM software

2-4. What acronym identifies computer technology that enables you to use software programs without altering the original program instructions?

1. WORM
2. ROM
3. RAM
4. WIG

2-5. When you have problems installing application software into a computer system, what steps should you take first?

1. Check the manufacturer's owner/user manual
2. Reinstall the software until the computer accepts it
3. Call the manufacturer for a walk through
4. Return the software to the supply as defective

2-6. One way to avoid common problems with the computer is to develop systematic and logical work habits.

1. True
2. False

2-7. What document parameters does pagination include?

1. Reveal code display
2. Format selection
3. Text attributes
4. Printer codes

2-8. Why should you work in word processing documents with the reveal codes displayed on screen?

1. To keep track of the cursor
2. To display the program name
3. To eliminate unused coding
4. To select shortcuts from VIEW

2-9. Why should you eliminate unused or erroneous codes from documents?

1. To prevent the codes from printing
2. To reuse the coding later
3. To make document modification easier
4. To make sure the coding does not appear in a file printout

2-10. Which of the following methods of moving the cursor in a columnar format gives you the most control of text?

1. Moving the cursor with a stylus
2. Using the SPACE bar to tab over
3. Using cursor movement keys
4. Setting tabs

2-11. What feature eliminates the need for hitting ENTER or RETURN as your text nears the right margin?

1. Save
2. View
3. Insert
4. Word wrap

2-12. The computer has locked-up and you must turn off the machine and reboot. What feature reasonably assures you that you can retrieve most of the data in the document?

1. Word wrap
2. Reveal codes
3. Timed back-up
4. Write protect

2-13. Which of the following instructions contains marking procedures for electronic media?

1. SECNAVINST 5213.10
2. OPNAVINST 5239.1
3. SECNAVISNT 5510.10
4. SECNAVINST 5600.20

2-14. What are the three categories of classified electronic media?

1. Confidential, Secret, Top Secret
2. Level I, Level II, Level III
3. Unclassified, Classified, Official Use Only
4. Classified Level I, Unclassified, Official Information

2-15. Who is responsible for safeguarding classified electronic data?

1. No one; disks are useless without a computer
2. The DM working on the job
3. The originator of the job
4. You

IN QUESTIONS 2-16 THROUGH 2-20, SELECT FROM COLUMN B THE MODE OF LEVEL I DATA THAT MATCHES THE DEFINITION IN COLUMN A. THE RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

A. DEFINITIONS	B. MODES
2-16. A computer system in which some users with access have neither a clearance nor a need-to-know	1. Dedicated
2-17. Exclusive use and control of all computers and peripherals	2. System high
2-18. Requires a security clearance but not necessarily a need-to-know	3. Multilevel
2-19. Permits selective access by uncleared users	4. Controlled
2-20. Data protected according to the highest classification category	

2-21. Which of the following categories of information require Level II protection?

1. Top Secret submarine signatures
2. A naval summary prepared for foreign nationals
3. Data protected by the Privacy Act of 1974
4. Watch, Station, and Quarters Bill

2-22. Annually updated computer-generated schematic layouts that are enclosures to the ship's instruction regarding radiologica1 hazards should be stored in which of the following categories of data?

1. Working copy media disks
2. Controlled media disks
3. Finished media disks
4. Any disk

2-23. When should you date and mark classified electronic media?

1. Upon creation
2. Immediately after creation
3. Upon delivery of the job to the originator
4. Immediately upon filing the disk

2-24. Which of the following procedures minimizes confusion when determining what level of classified information is on a disk?

1. Declassifying and degaussing all disks
2. Setting aside separate disks for different levels
3. Assigning identification numbers to all disks
4. Marking the different classification levels on a label attached to the disk

2-25. Viruses may infect computer systems in which of the following operations?

1. Accessing programs or networks
2. Copying or erasing disks
3. Downloading files
4. All of the above

2-26. When the CPU is performing a function, what image should appear on the monitor?

1. An icon
2. Cross hairs
3. An hourglass
4. Prohibiting circles

2-27. Which of the following selections best describes the function of a GUI?

1. Speeds up option execution
2. Monitors disk memory space
3. Makes software user friendly
4. Regulates the timed back-up feature

2-28. Where is the name of the program and of the open file displayed on a monitor?

1. In a drop-down menu
2. On a side bar
3. On a toolbar
4. In a title bar

2-29. What is the name of the window that provides additional information or choices?

1. A directory
2. A menu format
3. A dialogue box
4. A subdirectory

2-30. What is the meaning of greyed out options on a menu feature?

1. The options are currently available
2. The options are not currently available
3. The options are not part of the software program
4. The options are already used in the document

2-31. Before the computer can execute a selected function, which of the following symbology indicates that more information is required from you?

1. Bullets or checkmarks
2. Arrows or triangles
3. A keystroke sequence
4. Three dots

2-32. The HELP feature allows you to select and print help advice.

1. True
2. False

2-33. What, if anything, occurs when you fail to deselect text once you select text for bolding?

1. The cursor does not continue
2. The text continues to bold
3. The text does not continue
4. Nothing

2-34. To start a new document, you must always click OPEN to open the file.

1. True
2. False

2-35. You inadvertently select the UNDO command in the text of a Change of Command booklet. How can you retrieve the information you deleted?

1. Select the RETRIEVE command
2. Select the PASTE command
3. Select the COPY command
4. Select the REDO command

2-36. You are reviewing a multi-page Change of Command booklet on the monitor. What command should you use to reduce page size to see if the pages terminate at the same point while at the same time maintaining full editing capabilities?

1. ZOOM
2. PAGE
3. VIEW
4. TWO PAGE

2-37. Which words would most likely NOT be caught by SPELL CHECK but, could be improperly applied?

1. Catch, Cetch
2. Their, there
3. Cat, cet
4. The, teh

2-38. What is the term given to the root directory?

1. Child directory
2. Directory tree
3. Parent directory
4. Subdirectory

2-39. What type of files can subdirectories contain?

1. General data
2. Specific data
3. Related data
4. Any kind of data

2-40. In some programs, excluding the suffix, directory or subdirectory names are limited to what maximum number of characters?

1. 8
2. 9
3. 10
4. 11

2-41. What does the three-character file suffix on a document file name signify?

1. The document format only
2. The type of document only
3. The format and/or the type of document
4. The characters in a document

2-42. What, if anything, is the difference between (a), looking at a file, and (b), retrieving a file?

1. (a) Looking allows editing,
   (b) Retrieving does not allow editing
2. (a) Looking does not allow editing
   (b) Retrieving allows editing
3. (a) Looking opens a new file,
   (b) Retrieving opens an existing file
4. Nothing

2-43 You wish to delete a file you have selected from the main directory, but the computer will not accept the command. What is the probable cause of the problem?

1. The file does not exist
2. The file is misnamed
3. The computer is in error
4. The file exists in a subdirectory

2-44 You are in the root directory and click the print command. What, if anything, will print?

1. The file listing of the root directory
2. The first file
3. The file under the cursor
4. Nothing

2-45. When drafting or drawing in image-creation graphics software programs, which of the following file formats presents complications during editing or changing?

1. Vector
2. Raster
3. ASCII
4. TIFF

2-46. What term describes vector-based lines and edges that are jagged?

1. Irregular
2. Pixelated
3. Rough
4. Kid

2-47. Why would you convert a drawing already created as a vector-based image to a raster-based image?

1. To minimize contrast
2. To maximize editing ability
3. To ensure reliable transport into publishing programs
4. To ensure elimination of jagged edges

2-48. Which of the following file formats does not permit the inclusion of graphic images?

1. ASCII
2. EPSF
3. TIFF
4. GIFF

2-49. Which of the following file formats specifically calculates information required for color separation work?

1. ASCII
2. EPSF
3. TIFF
4. GIFF

2-50. Which of the following file formats is a vector-based graphics format?

1. ASCII
2. EPSF
3. TIFF
4. RIFF

2-51. To create web pages, you should use which of the following file formats?

1. TIFF
2. RIFF
3. GIFF
4. JPEG

2-52. File compression and expansion does not affect image resolution.

1. True
2. False

2-53. Why should you set document parameters before beginning to enter data?

1. To make decisions on layout early
2. To create a file to store the data
3. To make document modification easy
4. To eliminate corrections

2-54. What kind of file format should be used to create drafting projects?

1. ASCII
2. JPEG
3. Raster-based files
4. Vector-based files

2-55. Which of the following graphics software programs offers higher resolution and greater pixel manipulation?

1. Image-presentation software
2. Image-resolution software
3. Image-creation software
4. Image-editing software

2-56. What graphics software program generally does not create art in more than one layer?

1. Drafting
2. Painting
3. Animation
4. Presentation

2-57. Which of the following is a disadvantage of multi-layered graphics software programs?

1. Grouped items cannot be ungrouped
2. Less than complete control of every drawing element
3. Inability to isolate simple design elements
4. Difficulty in selecting layers and assessing changes

2-58. What is the purpose of a movement tool in a graphics program?

1. To move the cursor around the screen only
2. To move images or elements around only
3. To move text around only
4. To move images, elements, and text around

2-59. What is the cause of pigment or pattern spilling into the areas adjoining an object filled by using the BUCKET icon?

1. The BUCKET tool carried too much pigment
2. The BUCKET tool was not correctly positioned
3. The object was too small
4. The object was not fully enclosed by pixels

2-60. To mix and match color in an existing illustration, you should use what tool?

1. EYEDROPPER
2. BUCKET
3. BLEND
4. TYPE

2-61. To retouch damaged photographs, you should select what tool?

1. FEATHER
2. CLONE
3. CROPPER
4. SHARPEN

2-62 What is the name of the stylizing filter that reduces the image to contrast extremes useful for separating art for color reproduction?

1. TILING
2. MOSAIC
3. SOLARIZE
4. POSTERIZE

2-63 To create art intended for reproduction by four-color process printing with a graphic software program, you should use what color format?

1. RGB
2. RYB
3. CYMK
4. Pantone

2-64 What color format is recommended for spot color printing?

1. RGB
2. RYB
3. CYMK
4. Pantone

2-65. The process of displaying selected palettes in a rainbow-like gradient to simulate on-screen motion is known by what term?

1. CRYSTALLIZATION
2. COLOR CYCLING
3. TECHNAMATION
4. WAVE

2-66. What action should you take to minimize moire and tonal distortion in printed end products?

1. Work in raster
2. Work in vector
3. Increase dpi
4. Decrease dpi

2-67. What DTE? element should you alter to change only the tab set in a document?

1. Tag
2. Frame
3. Format
4. Style sheet

2-68. What DTP element is a basic design element in the creation of a document?

1. Tags
2. Frames
3. Formats
4. Style sheets

2-69. What DTP element is a box outline that defines page size and. orientation?

1. Tags
2. Frames
3. Formats
4. Style sheets

2-70. What is the name of collected document parameters in DTP software?

1. Tags
2. Frames
3. Formats
4. Style sheets

2-71. Command web pages should be designed for what type of distribution?

1. LAN
2. WAN
3. WWW
4. WIT

2-72. What information should NOT be included in a command's web site?

1. Ombudsman information
2. Command phone directories
3. Deployment schedules
4. Information-about the number of people onboard

2-73. Which of-the following web links is an internal command link?

1. Command DAPA
2. Base police
3. Dental
4. BEQ

2-74. Which of the following abbreviations indicates the standard programming language used in web sites?

1. FAQ
2. HTML
3. http
4. WYSIWYG

2-75. A naval activity web site must use what domain file extension?

1. .net
2. .gov
3. .org
4. .mil